

Texas State Soil and Water Conservation Board Network

Peer-to-Peer Use Policy

Policy

This policy applies to Peer-to-Peer (P2P) used within the TSSWCB and P2P used conjointly with the Internet and does not supersede any state or federal laws, or any other agency policies regarding confidentiality, information dissemination, or standards of conduct. Generally, P2P should be used only for legitimate state business; however, brief and occasional P2P of a personal nature may be sent and received if the following conditions are met.

Users of state computers or networks that are authorized to use P2P technologies must not download any illegal and/or unauthorized copyrighted content. The TSSWCB IT department, the fiscal officer or the executive director must approve the use of P2P technology to download copyrighted material. State users must follow appropriate state and federal laws and guidelines when copying, storing, or transferring copyrighted material.

If authorized for usage on state systems, P2P may be used for any routine official business communication that is not normally filed for record keeping, such as a communication that is temporarily needed only for an employee to complete an action.

Personal Responsibility

Users of state computers or networks shall not install or use any P2P software on state computers, networks, or mobile computing device without specific authorization from the TSSWCB IT department, the fiscal officer or the executive director.

Personal use of P2P is a privilege that must be granted by the TSSWCB IT department, the fiscal officer or the executive director. As such, the privilege may be revoked at any time and for any reason. Abuse of the privilege may result in appropriate disciplinary action.

Authorized network users may use P2P technologies for official business only if specifically authorized in writing by the TSSWCB IT department, the fiscal officer or the executive director.

If any copied or transferred data or information is licensed or copyrighted, the TSSWCB IT department, the fiscal officer or the executive director and the authorized network user shall ensure that all notifications and costs are documented and approved.

Privacy

Users of state computers and networks should keep in mind that all P2P may be recorded and stored along with the source and destination. Employees have no right to privacy with regard to P2P. Management has the ability and right to view users' P2P on state systems.

P2P files recorded on state systems are the property of the TSSWCB. Thus, they are subject to the requirements of the Texas Public Information Act and the laws applicable to state records retention.

Personal Use

If authorized by TSSWCB IT department, the fiscal officer or the executive director, incidental amounts of employee time—time periods comparable to reasonable coffee breaks during the day—may be used to attend to personal matters via P2P, similar to personal telephone calls. Personal P2P use should not cause the state to incur a direct cost in addition to the general overhead of an Internet connection; consequently, users are not permitted to print or store personal electronic files or material on a state network.

Restrictions

Personal P2P use should not impede the conduct of state business; only incidental amounts of employee time—time periods comparable to reasonable coffee breaks during the day—should be used to attend to personal matters.

Accessing, viewing, downloading, uploading, transmitting, printing, copying, posting, or sharing any racist, sexist, threatening, sexually explicit, obscene, or otherwise objectionable material (i.e., visual, textual, or auditory entity) is strictly prohibited.

P2P should not be used for any personal monetary interests or gain.

Information

Questions related to the TSSWCB Peer-to-Peer Use Policy should be addressed to:

TSSWCB IT Department

E-mail: support@tsswcb.texas.gov

Revised April 29, 2012